



AVIATION SAFETY PROGRAM

FLIGHT REQUEST AND MISSION PROFILE

Fermilab personnel who utilize aircraft in the performance of their duties must have PRIOR approval of the Directorate. (This does not include travel on commercial air carriers.) Fermilab personnel are not to be on aircraft to perform work activities unless it is "absolutely essential". Contracted services are to be utilized whenever possible so as not to put Fermilab personnel at risk.

Aviation missions, which will transport Fermilab employees, shall be conducted in accordance with Fermilab Aviation Safety Policy.

Documented proposals for aviation missions that will have Fermilab personnel on aircraft are to be submitted to the Directorate at least 15 days prior to the intended date of the flight. If mission requirements are conditional, (e.g., specific seasonal weather conditions might dictate when atmospheric sampling can be performed) it is acceptable to indicate a window of time in which aviation missions are to be flown rather than specific dates.

To secure appropriate approvals, persons requesting air services must submit a request to the Directorate at least 15 days prior to the proposed service. A Flight Request/Mission Profile Form, approved by the Directorate, must accompany Purchase Requisitions for aviation services.

REQUEST #	REQUEST DATE	REQUESTER	ID #	EXTENSION	MAIL STATION
DIVISION/SECTION			DEPARTMENT/GROUP		
MISSION PURPOSE (INCLUDE PROGRAMMATIC REASON FOR FLIGHT & JUSTIFICATION FOR FNAL EMPLOYEES TO BE ON AIRCRAFT)					
FLIGHT SCHEDULING WINDOW (CHECK ALL APPROPRIATE BOXES) <input type="checkbox"/> JAN <input type="checkbox"/> FEB <input type="checkbox"/> MAR <input type="checkbox"/> APR <input type="checkbox"/> MAY <input type="checkbox"/> JUN <input type="checkbox"/> JUL <input type="checkbox"/> AUG <input type="checkbox"/> SEP <input type="checkbox"/> OCT <input type="checkbox"/> NOV <input type="checkbox"/> DEC					
IF AVAILABLE, INDICATE EXACT FLIGHT DATES AND TIMES			WILL AIRCRAFT LAND AT FERMILAB? <input type="checkbox"/> YES <input type="checkbox"/> NO		
DATE			IF YES, LOCATION OF LANDING?		
TIME			<input type="radio"/> Anthony Frello Field <input type="radio"/> Other		
AVIATION SERVICE PROVIDER		NAME OF CONTACT		LICENSE NUMBER	
ADDRESS		CITY		STATE	ZIP
				P.O. NUMBER	
				TELEPHONE	
TYPE OF AIRCRAFT TO BE REQUESTED IN THIS MISSION PROFILE: <input type="checkbox"/> HELICOPTER <input type="checkbox"/> SINGLE ENGINE FIXED WING <input type="checkbox"/> MULTI-ENGINE FIXED WING					
OVERFLIGHT AREA <input type="checkbox"/> North Half <input type="checkbox"/> West Half <input type="checkbox"/> NW Quadrant <input type="checkbox"/> NE Quadrant <input type="checkbox"/> Entire Site <input type="checkbox"/> South Half <input type="checkbox"/> East Half <input type="checkbox"/> SW Quadrant <input type="checkbox"/> SE Quadrant <input type="checkbox"/> Other...					
OVERFLIGHT AREA INFORMATION					
FORM CONTINUES ON REVERSE SIDE					



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POTENTIAL AVIATION HAZARDS <div style="display: flex; flex-wrap: wrap;"><div style="width: 33%;"><input type="checkbox"/> High rise building</div><div style="width: 33%;"><input type="checkbox"/> Door open operation</div><div style="width: 33%;"><input type="checkbox"/> Antenna tower</div><div style="width: 33%;"><input type="checkbox"/> Transmission lines</div><div style="width: 33%;"><input type="checkbox"/> Exterior camera mount</div><div style="width: 33%;"><input type="checkbox"/> Other...</div><div style="width: 33%;"><input type="checkbox"/> Low level flying (<1000')</div><div style="width: 33%;"><input type="checkbox"/> Low flying waterfowl</div></div>		If "other", explain here:
HAZARDS MITIGATION <div style="display: flex; flex-wrap: wrap;"><div style="width: 33%;"><input type="checkbox"/> Horizontal separation</div><div style="width: 33%;"><input type="checkbox"/> On-board observer</div><div style="width: 33%;"><input type="checkbox"/> Seat harness</div><div style="width: 33%;"><input type="checkbox"/> Vertical separation</div><div style="width: 33%;"><input type="checkbox"/> Seat restraints</div><div style="width: 33%;"><input type="checkbox"/> Other...</div></div>		If "other", explain here:
DOE-ASSOCIATED PERSONS ON BOARD NAME	TITLE	ORGANIZATION
WILL HAZARDOUS MATERIALS BE ON AIRCRAFT DURING FLIGHT? <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, DESCRIBE MATERIAL IN SPACE BELOW 		
FLIGHT CONDITIONS <input type="radio"/> FAA - VFR <input type="radio"/> FAA - IFR	WILL FLIGHT DEVIATE FROM FAA REGULATIONS? <input type="radio"/> NO <input type="radio"/> YES	
IF YES, IN THE SPACE BELOW EXPLAIN EXACTLY HOW IT WILL DEVIATE AND REASON(S) FOR DEVIATION 		
THIS SPACE PROVIDED FOR ADDITIONAL COMMENTS/EXPLANATIONS 		
FERMI AVIATION SAFETY OFFICER REVIEW (SIGNATURE & DATE)	ES&H SECTION HEAD REVIEW (SIGNATURE & DATE)	
<p style="text-align: center;">***** BELOW THIS LINE FOR DIRECTOR'S OFFICE USE ONLY. *****</p> <p>As the Fermilab official responsible for approving aviation operations in which Fermilab employees will be passengers on non-commercial carrier aircraft, I have reviewed this request and certify that the mission described is essential to the Fermilab Program. I also certify that the mission analysis has been completed. All credible safety concerns, potential hazards, and mitigating actions have been identified.</p>		
DIRECTORATE APPROVAL (SIGNATURE)	ACTION <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	DATE
FOR INFORMATIONAL PURPOSES ONLY, COPY OF COMPLETED FORM SENT TO DOE/FERMI GROUP ON:	DATE	